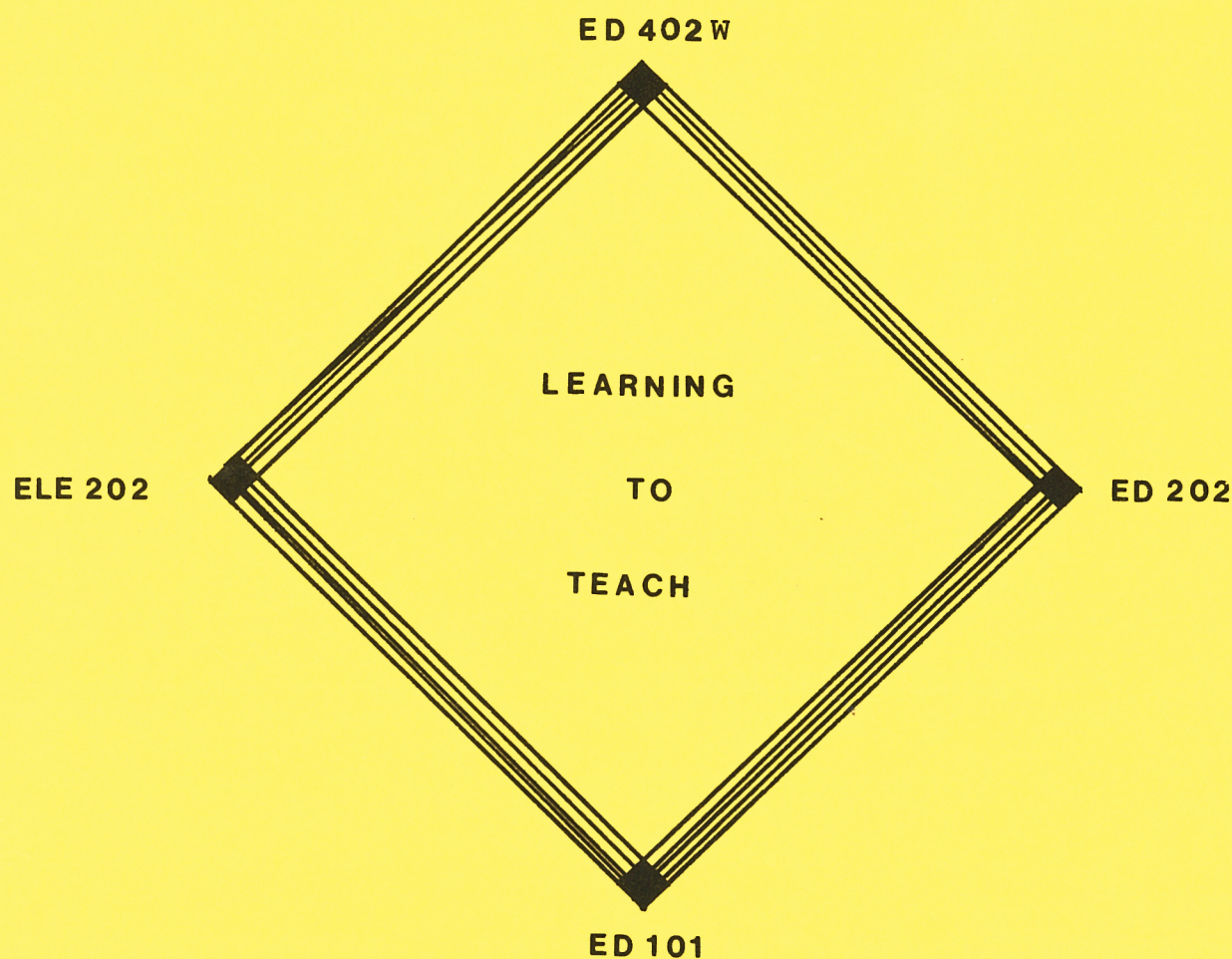
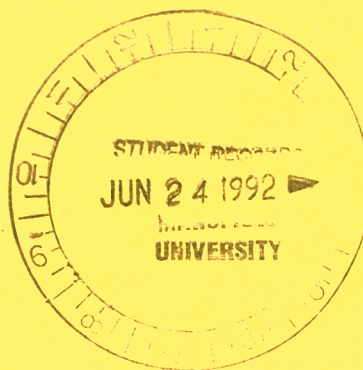


A GUIDE FOR EDUCATION MAJORS

MANSFIELD
UNIVERSITY



Compiled by:

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Dr. R. C. Putt

Adopted by:

The Department of Education
Mansfield University
Mansfield, PA 16933

Academic Year - 1991-1992

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Teacher Education Programs
Mansfield University

Art Education B.S.E.

Elementary Education B.S.E.

Home Economics Education B.S. (Phasing out)

Music Education B.M.M.E.

Special Education B.S.E.

Secondary Education

Biology B.S.E.

Chemistry B.S.E.

Communications B.S.E.

Earth and Space Science B.S.E.

General Science (Certification Program only)

Physics B.S.E.

English B.S.E.

French B.S.E.

German B.S.E.

Spanish B.S.E.

Mathematics B.S.E.

Social Studies B.S.E.

NOTE: SEE APPENDIX C FOR AN EVALUATION RECORD FOR EACH PROGRAM

All Teacher Education Programs at Mansfield University
are accredited by the following:

Pennsylvania Department of Education (PDE)
National Council for the Accreditation of Teacher
Education (NCATE)
Middle States Association (MSA)

WELCOME to the Department of Education at Mansfield University. The department faculty members are pleased to have this opportunity to work with you as you prepare to become an elementary or secondary school classroom teacher. We are hopeful that you will find your work with us to be challenging and rewarding.

This guide has been prepared to assist you and your academic advisor to plan your program of studies. It is important that you bring the guide with you each time you meet with your advisor in his/her office or at a group advisement meeting. It contains information to be referred to at such meetings, as well as forms you are required to keep up to date as you progress through your program of professional studies. The material in the guide will be particularly helpful during your pre-professional experiences classes (Ed 101, Ed 202, Ele 202 and Ed 402W).

We trust you will find great satisfaction in your work with our department. We urge that you work closely with your advisor, who will be anxious to work with you.

Best wishes for a challenging and rewarding educational experience as we work together in the Department of Education at Mansfield University.

DEPARTMENT OF EDUCATION FACULTY

Mr. Barry Brucklacher	Office 115	Tel. 4573
Dr. Craig Cleland	Office 107	Tel. 4563
Dr. Janet Fuller	Office 105A	Tel. 4574
Mr. Ralph Garvelli	Office 111	Tel. 4024
Dr. John Heaps	Office 107	Tel. 4567
Dr. Richard Heck	Office 107	Tel. 4568
Dr. Verne Jeffers	Office 102A	Tel. 4569
Dr. Bonelyn Kyofski	Office 113	Tel. 4566
Mr. Kenneth Musselman	Office 113	Tel. 4577
Dr. Charlene Plowcha	Office 110	Tel. 4625
Dr. Robert C. Putt	Office 115	Tel. 4562
Mr. Ronald Remy	Office G3	Tel. 4575
Mrs. June Rudy	Office 110	Tel. 4626
Dr. Robert Swinsick	Office 115	Tel. 4576
Dr. Sandra Woolley	Office 107	Tel. 4561
Dr. Dennis Wydra	Office G4	Tel. 4578

NOTE: All faculty members have office hours posted on their office doors. All faculty members can be reached at their office phone. The list of advisors and their assignments is posted outside the Education Office, Room 115 of Retan Center

My advisor is _____

Office Location _____

Phone #'s _____

Information Center

Information for students enrolled in the Pre-Professional Experiences Program is posted on the News and Notes bulletin board outside the Education Office (RC 115). This board should be checked on a regular basis at least twice each week. Information concerning possible student selected experiences will be posted here.

PHILOSOPHY OF THE EDUCATION PROGRAM

The Education Program at Mansfield University subscribes to the following philosophy concerning a role description of a teacher.

Directing the learning of students is the main role of the teacher. It is composed of a triad of personal, performance, and professional roles. These roles encompass the following series of subroles:

1. diagnostician
2. decision-maker
3. cooperator
4. strategist
5. manager
6. facilitator
7. counselor
8. evaluator

The Pre-Professional Experiences courses are designed to implement these role descriptions of a teacher.

ELEMENTARY PROGRAM GOAL STATEMENT

The teacher as a competent, creative, compassionate director of learning.

SECONDARY PROGRAM GOAL STATEMENT

To develop skilled instructors who are broadly educated and specialists in a subject area with a good knowledge of the pedagogy of teaching.

ELEMENTARY

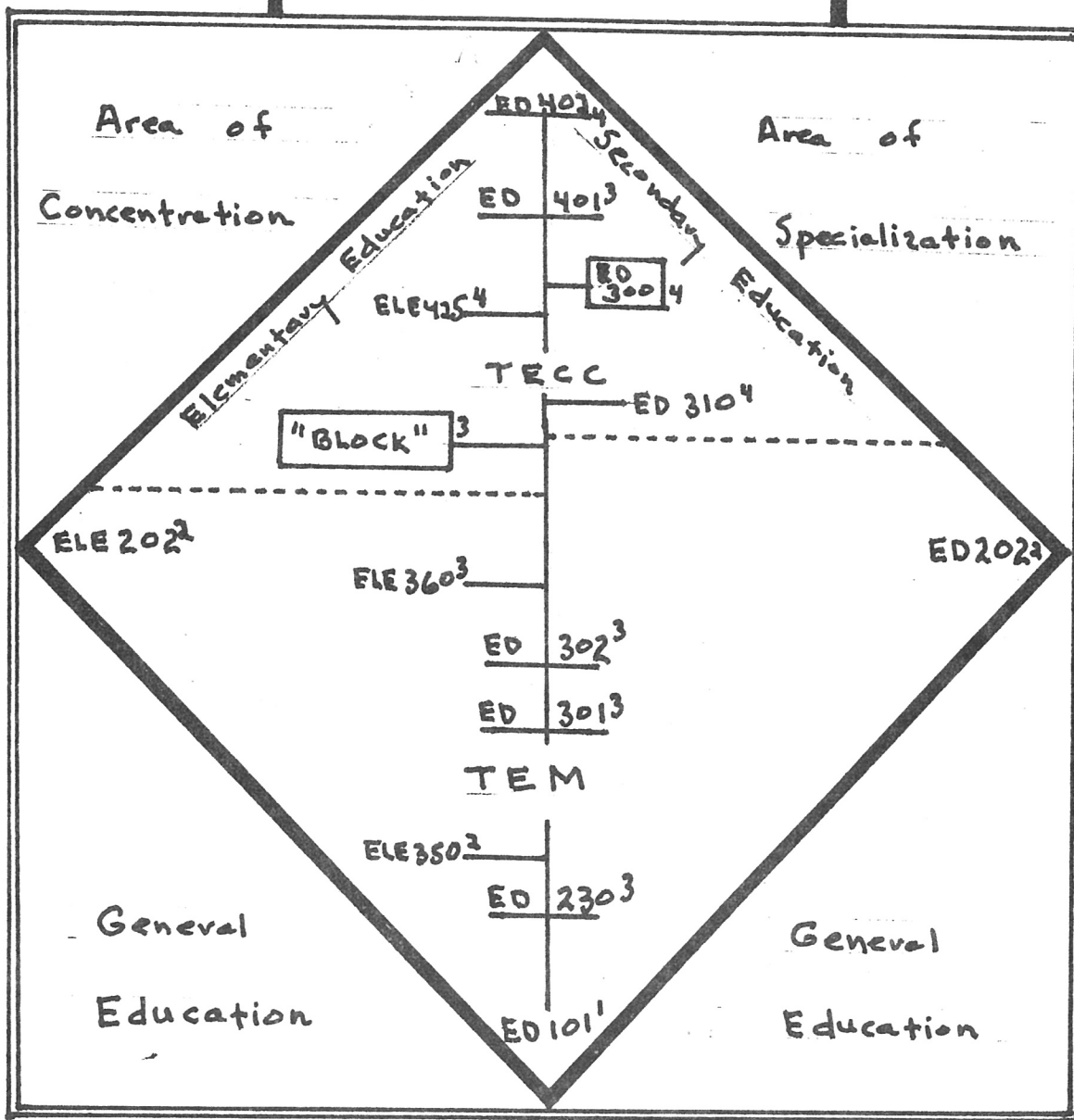
PA.

SECONDARY

INDUCTION YEAR

RECOMMENDATION FOR CERTIFICATION ---- GRADUATION

STUDENT TEACHING EXP.



-5-

Key:

1- Freshman Year
2- Sophomore Year

3- Junior Year
4- Senior Year

Mansfield
University

PROGRAM REQUIREMENTS

I. Teacher Education Major:

- A. Freshman Year : Ed 101 Introduction to Education
- B. Sophomore Year: Ed 202 Pre-Prof. Experiences or
Ele 202 Pre-Prof. Experiences

II. Teacher Education Certification Candidate

A. Elementary Education Majors:

1. Completion of Ed 101, Ed 202, most of the General Education Requirements. 64 semester hours completed, with a QPA of 2.5 or above.
2. Completion of the "Application for Admission to Teacher Certification". (See next page for application form).
3. Elementary Education majors must complete the "Application for Admission to Teacher Certification" prior to registration for the Professional Semester and for student teaching.

B. Secondary Education Majors:

1. Completion of Ed 101, Ed 202, most of the General Education Requirements, and a QPA of 2.5 or above to register for Ed 300.
2. Completion of the "Application for Admission to Teacher Certification". (See next page for application form).
3. Secondary Education majors must complete the "Application for Admission to Teacher Certification" as requirement for Ed 300.

III. Student Teaching Application

Students make application to student teach during the first semester of the junior year (or the equivalent thereof) through the Office of Educational Field Experiences. A student is to be enrolled in the student teaching semester within the year of anticipated graduation.

For students enrolling at Mansfield University after June 30, 1987.

MANSFIELD UNIVERSITY
APPLICATION FOR ADMISSION TO
TEACHER CERTIFICATION

Name _____ Date _____
(Last) (First) (Middle) Social Security #

Home Address: _____
(Street & Number) (City) (State) (Zip Code)

Mansfield Address: _____
(Street & Number) (City) (State) (Zip Code)

Mansfield Phone: () Home Phone ()

Certification:

_____ Elementary Education Area of Concentration _____

_____ Secondary Education Specialization _____

Semester Hours Completed _____ (as of _____)

QPA _____ (as of _____)

Semester Hours Currently Enrolled _____

General Education Program, Including Basic Skills _____ E R Attached

Professional Education Courses
completed (indicate grade)

PORTFOLIO
Profile

_____ Ed 101 Introduction to Ed.

_____ Self Assessment

_____ Ed 202 Pre-Prof. Experiences

_____ Self Selected Experiences
(6 Min.) (indicate number)

_____ Ele 202 Pre-Prof. Experiences

_____ Observation Experiences
(5 Min.) (indicate number)
Grade levels observed: _____

I recommend that this applicant be admitted to the teacher certification program indicated above. (Use back if necessary)

Comments

Adviser

Date

I recommend that this student's application be reviewed by the departmental review committee.

Comments

Adviser

Date

CERTIFICATION

Each individual seeking Instructional I (initial) certification in the state of Pennsylvania after July 1, 1991, is required to complete the following:

1. All requirements for the baccalaureate degree.
2. A teacher preparation certification program approved by the Pennsylvania Department of Education.
3. An application for an Instructional I Certificate. (available in the Records Office).
4. Completion of National Teacher Examination (core battery). In addition, the appropriate specialty area tests are required.

Test specifications and other information about these tests are available in the Office of Placement.

A student who enters a teacher education program at Mansfield University after May 31, 1987 and who applies for teacher certification must complete all program requirements for the appropriate program, and must earn at least a 2.5 quality point average in all work completed.

ELEMENTARY EDUCATION PROGRAM

Elementary Education at Mansfield University has as its purpose the preparation of men and women for teaching in the elementary school. It is a four-year program leading to the degree of Bachelor of Science in Education. Included is a sequence of field experiences at the freshman, sophomore, junior and senior years. Offerings in the Department of Education and in related professional education departments should be scheduled during the junior and senior years.

The Department of Education recommends that students planning to major in Elementary Education make a strong effort to build a background of experience with young children. A student may choose to work in summer camps or playgrounds, in summer school programs as teacher aides or in similar activities. In some cases students find it advantageous to serve in a para-professional role with children prior to initiating formal academic work.

Students tentatively in the field of elementary education should include Psy 101 and Ed 230 in their first two years. Students are expected to complete both courses prior to enrolling in elementary education courses at the junior level.

Ed 101 is to be scheduled during the first semester of the freshman year; Ele 202 is to be scheduled during the sophomore year. These courses are required for acceptance as a Teacher Education Certification Candidate (TECC) with a major in elementary education.

During the junior year a student will be scheduled for a Professional Semester. The Professional Semester includes five courses in the major area of specialization, and an observation/participation experience in the local elementary school. This integrated experience serves as an opportunity for students to work with boys and girls in a classroom setting and to participate in a variety of experiences related to the methods courses offered by the department.

As part of the major area of specialization, students must complete at least 15 semester hours in one of the following areas: Humanities, Foreign Languages, Natural Sciences, Mathematics, Social Sciences, Early Childhood Education, and Exceptional Children. Students interested in Instructional Technologies as an area of concentration should contact their assigned advisor.

Elementary Education Program

Seven areas of Concentration for Elementary Education majors have been approved by the Department of Education.

1. Humanities (Art, Communications, English, History, Music, Philosophy and Theatre)
2. Foreign Languages (French, German, and Spanish)
3. Natural Sciences (Astronomy, Biology, Chemistry, Geology, and Physics). (In some cases, Geography courses may be used in this area. See your advisor).
4. Mathematics
5. Social Sciences (Anthropology, Economics, Geography, Political Science, Psychology, and Sociology)
6. Early Childhood Education
7. Exceptional Children
8. Instructional Technologies (pending)

Special Rules

1. The student is expected to meet most of the General Education requirements before selecting an area of concentration. The student must meet the General Education requirements as well as the fifteen (15) hours in the area of concentration.
2. The student should select an area for concentration that will enable the student to develop in-depth experiences in a subject field, or that will enable the student to enhance professional skills and/or competencies.
3. Upon completion of the program of studies in Elementary Education, the student may be certified to teach in an elementary classroom (K-6). The area of concentration does not extend that certification; however, the student may choose to build on the area of concentration, and by taking additional courses, seek added certification in that subject field.

4. Students who choose one of the first five areas of concentration may choose a broad based area of concentration; i.e., Humanities or Social Sciences, or they may choose an in-depth concentration in one subject field, i.e., English, Chemistry, Geography, etc.
5. The student must include a minimum of six hours of course work at the 200 level or above in each area of concentration.
6. Students who select Exceptional Children as the area of concentration should follow these guidelines:
 - a) SPE 101 Exceptional Persons in Society may be used as a Professional Elective in the General Education program.
 - b) SPE 201 Mentally and Physically Handicapped and SPE 301 Curriculum Developments and Adjustments are required courses.
 - c) SPE 345 Behavior Modification with Exceptional Children will be substituted for SPE 360 Exceptional Children in Regular Classes, which is required for all Elementary Education majors.
 - d) Students who may wish to seek added certification in Special Education should meet with the chairperson of that department early in the program for appropriate advisement.
7. Students who select Early Childhood Education as the area of concentration will complete the following program of studies:
 - Ele 300 Beginning School Years (2 sem hrs)
 - Ele 360 Children's Literature (3 sem hrs)
 - HEc 231 First Years of Childhood (3 sem hrs)
 - ARE 392 Teaching Art in the Elementary Grades (3 sem hrs)
 - HPE 350 Teaching HPE in Elementary School (2 sem hrs)
 - MUS 380 Teaching Music (3 sem hrs) or MUS 430 Music for Early Childhood (3 sem hrs)

TOTAL: 16 semester hours

RECOMMENDED SEQUENCE OF COURSES
Elementary Education

Freshman Year

Ed 101 Introduction to Education	1 s.h.
Ele 090, Eng 090, Ma 090 (if required)	0 - 9 s.h.
English 112 Composition I	3 s.h.
Com 101 Oral Communication	3 s.h.
ArH 101 Intro to Art	3 s.h.
Mus 100 Intro to Music	3 s.h.
History 201 or 202 Am History	3 s.h.
Geography	3 s.h.
HPE 100 Health	2 s.h.
HPE 101	1 s.h.
Science	3 or 4 s.h.
Math	3 s.h.
Psy 101 Intro General Psy	3 s.h.
General Education Requirements	<u>3 s.h.</u>
TOTAL	34 s.h.

Sophomore Year

Ele 202 Pre-Prof Experiences	2 s.h.
General Education Requirements	18-21 s.h.
Area of Concentration	3-6 s.h.
Ele 350 Child Development	3 s.h.
Ed 230 Educational Psy	3 s.h.

Junior Year

Completion of General Education Requirements	
Area of Concentration Requirements	
SpEd 360 Except Child in Regular Class	3 s.h.
Ed 301 Evaluative Techniques	2 s.h.
Ed 302 Instructional Technology	2 s.h.
Ed 401 History/Philosophy of Ed	3 s.h.
Professional Semester	
Ele 301 Observation/Participation	3 s.h.
Ele 383 Teaching Reading	3 s.h.
Ele 384 Teaching Math	3 s.h.
Ele 386 Teaching Social Studies	3 s.h.
Ele 387 Teaching Science	3 s.h.
Ele 403 Communication Skills	3 s.h.

Senior Year

Ed 402W Contemporary Issues (completed the semester prior to student teaching)	2 s.h.
Ele 425 Diagnostic/Remedial Reading	3 s.h.
Area of Concentration	
Eng 313 Composition II	3 s.h.
Ele 400 Student Teaching	12 s.h.

SECONDARY EDUCATION PROGRAM

The secondary education curriculum has as its primary purpose the preparation of men and women to teach in secondary schools. It offers a broad-based general education supported by the principles of student choice, advisement, and distribution among disciplines. This provides prospective teachers with a variety of experiences geared toward developing an appreciation of the process of education.

The secondary education curriculum is a four-year program leading to the Bachelor of Science in Education degree. This curricular function is the combined responsibility of the Education Department and the appropriate academic departments. Therefore, each student who is a secondary education major functions under a system of dual advisement. Under this system, an adviser from the Education Department assists the student in satisfying completely his certification, while an adviser from his chosen discipline guides him in his area of specialization.

Completion of requirements for the Bachelor of Science in Education degree, with emphasis in secondary education, indicates that the prospective teacher is competent in his knowledge of content in the four major components of the secondary curriculum: general education, area of specialization, professional education, and field experiences.

General education has as its goal a broad-based liberal education designed to foster individual fulfillment and to prepare citizens for active participation in a democratic society.

Area of specialization has as its goal a concentration of courses designed to provide a student with depth and expertise in a specific subject area. This component is the primary responsibility of the academic departments, and programs are developed by interdepartmental cooperation.

Professional education has as its goal the preparation of teachers in the science and art of pedagogy. Courses relating to schools as social institutions, characteristics of learners and learning, and understanding teaching methodology are required in the program of studies.

Field experience has as its goal the application of knowledge and skills acquired in professional preparation. The secondary education curriculum offers observation and participation in several dimensions, culminating in a semester of student teaching.

A student who completes the program and obtains appropriate scores on required state tests may apply for a provisional certificate to teach in the secondary schools of the Commonwealth of Pennsylvania. Certification programs include communications, English, foreign languages (French, German, Spanish); mathematics; science (biology, chemistry, earth and space, general); physics; and social studies comprehensive which provides emphases in geography, history, political science, psychology, sociology/anthropology, and economics.

RECOMMENDED SEQUENCE OF COURSES

Secondary Education

Freshman Year

Ed 101 Introduction to Education	1 s.h.
Ed 090, Eng 090, Ma 090 (if required)	0-9 s.h.
Eng 112 Composition I	3 s.h.
Com 101 Oral Communication	3 s.h.
HPE 100 Health	2 s.h.
HPE 101	1 s.h.
Intro to Art, Intro to Music, or Intro to Theatre	3 s.h.
Psy 101 Intro to General Psy	3 s.h.
History 201 or 202 Am History	3 s.h.
Area of Specialization	6-12 s.h.
General Education Requirements	6-12 s.h.

Sophomore Year

Ed 202 Secondary Ed Pre-Prof. Experiences	1 s.h.
Ed 230 Educational Psychology	3 s.h.
Area of Specialization	
General Education Requirements	
Spe 101 Exceptional Persons in Society	3 s.h. (official change pending)

Junior Year

Completion of General Education Requirements	
Area of Specialization	
Psy 321 Adolescent Psy	3 s.h.
Ed 300 Secondary School Methods (completed the semester prior to student teaching)	3 s.h.
Ed 301 Evaluative Techniques (prior to or concurrent with Ed 300)	2 s.h.
Ed 302 Instructional Technology	2 s.h.
Ed 310 Basic Reading Practices	3 s.h.
Ed 401 History/Philosophy of Education	3 s.h.

Senior Year

Area of Specialization	
Ed 402W Contemporary Issues (completed the semester prior to student teaching)	2 s.h.
Eng 313 Composition II	3 s.h.
Ed 400 Student Teaching	12 s.h.

THE PRE-PROFESSIONAL EXPERIENCES

During your freshman year, you will enroll in Ed 101 Introduction to Education. During your sophomore year, you will enroll in Ed 202 Secondary Pre-Professional Experiences or Ele 202 Elementary Pre-Professional Experiences. In the semester prior to student teaching, you will enroll in Ed 402 Contemporary Issues in Education. The material which follows will provide some insights into the objectives for these courses. Since the courses are required of education majors, it is important that you remember to register for them. In addition, it is equally important that you attend all class meetings.

Students should check the News and Notes bulletin board outside of the education office (RC115) for notices of meetings and other information regarding the Pre-Professional Experiences.

The development of a portfolio is an important part of the Pre-Professional Experiences. The portfolio is initiated in Ed 101 Introduction to Education, and housed in the Education Department office (RC 115). During the four years that the student is enrolled in a program of study, the student will have numerous opportunities to develop material which can become a part of this portfolio. Student selected learning experiences, observation/participation experiences, summer programs and work experiences, and student teaching are but a few of the opportunities individuals will have to build a portfolio which can document the pre-professional experiences. The portfolio can be a valuable resource when the student seeks employment as a beginning teacher. Upon completion of the program, students should take their completed portfolios from the department files. The department will retain students' files for three months following completion of the program.

Evaluation in the Pre-Professional Experiences Courses

An inherent ingredient of the Pre-Professional Experiences courses is evaluation. You, your instructors, your parents and any prospective employers want to know the progress you have made in attaining the goal of a fully competent teacher. In all pre-professional experiences course requirements, except in those cases where other forms of evaluation are explained by the course instructor, the scholastic standards and requirements statement in the current Mansfield University Catalog will be utilized.

Whenever your work is evaluated below C-, you should expect to do remedial work to achieve competency. This remedial work will be prescribed by your pre-professional experiences instructor after careful conferencing concerning problem areas. A repeat of the course in its entirety may be necessary.

Many forms of evaluation are a part of the Pre-Professional Experiences courses. Peer evaluation, self-evaluation, professional evaluation, and other forms of evaluation will be utilized in the Pre-Professional Experiences courses.

Complete records of your achievement in the courses will be kept on file in the Education office.

STUDENT SELECTED LEARNING EXPERIENCES

As indicated earlier, the development of a portfolio of experiences is an important part of the Pre-Professional Experiences courses. One important component of this portfolio is student selected learning experiences.

Student selected learning experiences requirement has been developed around the premise that much of what a teacher does for self improvement during his professional life is self initiated. It is intended, therefore, that this part of the program have some degree of individualization and self initiation on the various requirements listed below. When the student completes the requirements is his decision except that he/she must meet appropriate course requirements.

Requirements will include experiences selected from the following list. Note: This list is not meant to be all inclusive (See item E).

- A. Readings of significance with appropriate documentation.
- B. Attendance at speaker presentations - presentations chosen from a list as approved by the instructor. (Appropriate documentation required).
- C. Television specials - periodically there are specials on television that students will be encouraged to watch. Students are encouraged to aid the instructor in providing information on progress that may be appropriate. (Appropriate documentation is required).
- D. Professional meetings. Examples are Student P.S.E.A., P.T.A., School Board Meetings, etc. (Appropriate documentation is required).
- E. Other experiences (to be determined by conferencing with course advisors).
 - 1. Tutoring
 - 2. Observations beyond those required
 - 3. Summer camp work
 - 4. Experiences deemed worthy beyond those offered as part of the curricular or co-curricular structure at Mansfield University
 - 5. Volunteer Service
 - 6. Special Projects approved by your course advisors
 - 7. Any experience you think might aid in the development of those teacher competencies as articulated in the introductory course.

OBSERVATION OF THE TEACHING-LEARNING SITUATION

As a part of your work in the Pre-Professional Experience (Ed 101, Ed 202, and Ele 202) you will be given the opportunity to make actual observations of the teaching-learning situation. During this time, you will be instructed in techniques to employ in observing a teaching-learning situation. The materials which follow will give you insight into the expectations as you learn to observe effectively. Included are forms which you will utilize when you move into classrooms to do your observations. The materials you will need for observations are available in "kit form" and distributed for your use through the office of Educational Field Experiences. The mechanics for handling this procedure will be explained as a part of Ed 101.

OBSERVATION REPORT FORM

Student's Name _____

Date _____

Name of Education Advisor _____

Location of Observation _____

Grade Level _____ Time of Observation _____

Subject Areas Observed _____

DIRECTIONS: Refer to the "Observation Guide" utilized in this course. Select those items which seem to apply and include a discussion of those items in your report. You should include the following in your report: Summary for the observation, reactions, and implications you see for teaching. (This report may be prepared on other paper if you so desire. If you use other paper, please attach this sheet to the front of your report).

Student's Signature

CHECKLIST: Activities observers might engage in while assigned to a classroom during the Pre-Professional Experience.

- ____ Become familiar with the teacher's daily schedule and lesson plans.
- ____ Observe children's behavior and reactions to the teacher directed activities.
- ____ Observe the manner in which the teacher gives directions and plans with the children.
- ____ Note the various kinds of instructional materials that are used in connection with the various kinds of lessons and activities.
- ____ Observe the handling of certain routines such as: entering school and classrooms, dismissal, lunch room routines, play ground supervision, special classes, rest periods, bus duty, fire drills, etc.
- ____ Note how the room is arranged; placement of equipment, interest centers, room environment, relationship of exhibits and bulletin boards used in on-going classroom activities.
- ____ Make a diagram of the room.
- ____ Note factors that contribute to the general discipline and atmosphere of the room.
- ____ Note the different roles the teacher assumes in the operation of the various class activities.
- ____ Observe procedures used by the teacher in making a smooth transition from one activity to another.
- ____ Note how the teacher used instructional aids such as the chalkboard, bulletin boards, pictures, concrete materials, field trips, etc., in connection with the various periods of the day.
- ____ Talk with the classroom teacher about daily teaching practices.

NOTES:

This experience is an observation experience. The student should not be expected to engage in actual teaching while in the classroom. During the junior year, the student will participate in a classroom experience, then will student teach during the senior year.

The actual amount of time spent in the observation is left to the discretion of the student, the teacher, and building supervisor (principal). However, as a general guideline, the student should plan to spend a minimum of two hours in each observation.

EDUCATION DEPARTMENT
MANSFIELD UNIVERSITY
MANSFIELD, PENNSYLVANIA

Pre-Professional Observation Experience: CERTIFICATION FORM

This is to certify that _____, a student at
Mansfield University, completed an observation, or observations, in my
building on _____, 19____, under the guidance of
_____.

Type of Activity	Subject	Grade Level
------------------	---------	-------------

SIGNATURE OF AUTHORIZED INDIVIDUAL

(Principal, Supervisor, or Chief
Contact Person)

DATE

AMOUNT OF TIME SPENT IN OBSERVATION

Please feel free to make any comments in the space below, if you so desire.

BEGINNING YOUR PROFESSIONAL READING

The effective teacher needs to keep abreast of recent literature in the field of education. As you prepare to become a teacher, you should become familiar with journals and periodicals that will be sources of information for you, as well as with recent books available in your chosen field.

In Ed 101 Introduction to Education students will be required to participate in orientation sessions designed to acquaint individuals with the Main Library, as well as the Retan Center Education Library. The library program "Search....and Find It" is a valuable resource. Students should also become familiar with two publications that focus on the broader field of education, namely, Educational Leadership, and The Kappan, a publication of Phi Delta Kappa, or others as recommended by course instructors. In addition, each student should select two journals that are oriented to the student's field of interest, such as early childhood education, elementary school teaching, middle school teaching, or one or more of the subject fields of secondary or elementary education. EDUCATION WEEK is an excellent weekly that assists all individuals in the field of teaching to keep abreast of recent developments in education.

Professional reading requirements for Ed 101, Ed 202 and Ele 202, and Ed 402W will be given to students enrolled in those courses.

APPENDIX A

Constructing the Portfolio

The student portfolio includes the following:

1. Student Profile

2. Student portfolio requirements:

A. Ed 101 Introduction to Education

1. Student profile
2. Self-analysis
- ++3. Documentation of observation experiences
- +4. Student selected experiences
5. Professional readings and documentation

B. Ed 202 Pre-Professional Experiences

1. Self-analysis
2. One of two position papers
- ++3. Documentation of observation/participation experience
- +4. Student selected experiences

C. Ele 202 Pre-Professional Experiences

1. Self-analysis
2. One of several reaction papers
- ++3. Documentation of observation/participation experience
- +4. Student selected experiences

D. Ed 402W Contemporary Issues

1. Book review
2. Research paper
- +3. Student selected experiences

+Students are expected to complete 6-8 student selected experiences by the time they make application for Teacher Education Certification Candidacy (TECC).

++Documentation includes the following:

1. Student application for observation experience (from Observation Packet)
2. Observation Certification Form (from Packet)
3. Student documentation of observation - as explained by course instructor.

STUDENT PROFILE*
DEPARTMENT OF EDUCATION
MANSFIELD UNIVERSITY

Date _____

Last Name _____ First Name _____ S.S. # _____

Home Address: _____ Home Telephone () _____

Home Community: Rural _____; Urban _____; Suburban _____

Major: _____ Elementary Education _____ Secondary Education
area of concentration: area of specialization:

EDUCATIONAL RECORD: Admitted to Mansfield University (Date) _____

	<u>Institution</u>	<u>Location</u>	<u>Date of Attendance</u>	<u>Diploma or Degree</u>
--	--------------------	-----------------	---------------------------	--------------------------

High School: _____

College: _____

Additional Training _____

Co-Curricular Activities: (Organizations, honors, foreign study, athletics..)

High School _____

College _____

Significant Work Experiences (include part-time, summers, military or professional experience).

<u>Dates</u>	<u>Employer</u>	<u>Location</u>	<u>Position</u>
--------------	-----------------	-----------------	-----------------

*This profile is for use by the student and members of the Education Department Faculty.

APPENDIX B

Testing/Certification and Employment Checklist

For your information: Students who are applying to student teach and who will be seeking employment need to pay careful attention to the following:

TESTING/CERTIFICATION AND EMPLOYMENT CHECKLIST

Available From:

_____ NTE Application for Core.
Application for appropriate
specialty tests

Placement Office
Fee required

_____ Application for Instructional I
Certificate

Records Office
Fee required - \$15.00 money
order.

_____ Placement Information

Placement Office

_____ Form SP4-164 Pennsylvania State
Police Request for Criminal History
Record Information

School districts or State
Police stations
Fee required.

_____ Information Sheet for SP4-164

See next page.

Pennsylvania Department of Education

Information Sheet

Applicant Background Checks Required by Act 34 of 1985 (From SP4-164).

Act 34 of 1986 specifies that employees of public and private schools hired as of January 1, 1986, must undergo background checks. Job applicants must follow the procedures listed below in order to secure the required check.

Procedure for Pennsylvania Residents

1. Applicant must secure Form SP4-164 - Pennsylvania State Police Request for Criminal History Record Information (Form SP4-164 is available from school districts and at State Police stations).
2. Applicant completes Parts I and IV only (Part I - Ignore SID No. and OTN or OCA No. if none or not known).

Part I - Aliases includes Maiden Name

Part I - Check boxes for Noncriminal Justice Agency - Individual (Requestor Identification) and Noncriminal Justice Employment (Reason for Request).

Part IV - Check box for Individual - Noncriminal Justice Agency - \$10 fee enclosed. Information in Part IV is the job applicant's name, address and telephone number.

3. Applicant submits the completed Form SP4-164 along with a check for \$10 to the address on the reverse side of the form.
 - Checks should be made payable to the Commonwealth of Pennsylvania
 - Personal checks are acceptable
4. State Police will return background check directly to the applicant within four weeks.
5. Applicant presents background check information to prospective employer. (Background check is good for one year from date of return to applicant).

Procedure for Non-Residents

1. Follow same procedures outlined in Steps 1 and 2 for Pennsylvania residents, filing Form SP4-164 - Pennsylvania State Police Request for Criminal History Record Information.
2. Applicant must secure an FBI Fingerprint Card from the district or Pennsylvania Department of Education, Bureau of Basic Education Support Services, 333 Market Street, Harrisburg, PA 17126-0333 Telephone (717-783-3755).

3. Fingerprinting agency should complete the required portions of the Fingerprint Card (Name, address, sex, Social Security Number, date of birth).
4. Under reason fingerprinted place these words, "Applicant school employee".
5. Applicant takes the Card to a State Police station or local police station for fingerprinting.
6. Applicant signs the Card and secures a \$14 certified check, cashier's check or money order payable to the Federal Bureau of Investigation. No personal checks accepted.
7. Applicant submits all of the following in one envelope to the State Police at the address noted on the reverse side of Form SP4-164. (Fingerprint Card may not be folded).
 - a. Completed Form SP4-164
 - b. \$10 check to Commonwealth of Pennsylvania
 - c. Set of fingerprints on the completed FBI Card
 - d. \$14 check to the FBI
8. FBI background check information will be returned to the Department of Education in four to six weeks. The Department will forward the FBI information to the applicant immediately.
9. Applicant presents FBI background check information to prospective employer. (Background check is good for one year from the date of return to applicant).

APPENDIX C

A Note on Plagiarism

A NOTE ON PLAGIARISM

Plagiarism is the dishonest use of the work of others.

Few students in composition courses plagiarize deliberately; that is, few copy, with conscious dishonesty, another student's theme, or a passage from a book or magazine. But a number of students, feeling the pressure of regular writing assignments, and actually confused about the legitimate use of materials, may be tempted to "borrow" sentences and patterns of ideas, or to "get help" on a theme, unless the whole concept of plagiarism is clarified for them. It is the purpose of this note to make clear what plagiarism is and how it can be avoided.

Plagiarism means presenting, as one's own, the words, the work, or the opinions of someone else. It is dishonest, since the plagiarist offers, as his own, for credit, the language, or information, or thought for which he deserves no credit. It is unintelligent, since it defeats the purpose of the course -- improvement of the student's own powers of thinking and communication. It is also dangerous, since penalties for plagiarism are severe; they commonly range from failure on the paper to failure in the course; in some institutions the penalty is dismissal from college.

Plagiarism occurs when one uses the exact language of someone else without putting the quoted material in quotation marks and giving its source. (Exceptions are very well-known quotations, from the Bible or Shakespeare, for example.) In formal papers, the source is acknowledged in a footnote; in informal papers, it may be put in parentheses, or made a part of the text: "Robert Sherwood says, . . ." This first type of plagiarism, using without acknowledgment the language of someone else, is easy to understand and to avoid: when a writer uses the exact words of another writer, or speaker, he must put those words in quotation marks and give their source.

A second type of plagiarism is more complex. It occurs when the writer presents, as his own, the sequence of ideas, the arrangement of material, the pattern of thought of someone else, even though he expresses it in his own words. The language may be his, but he is presenting as the work of his brain, and taking credit for, the work of another's brain. He is, therefore, guilty of plagiarism if he fails to give credit to the original author of the pattern of ideas.

This aspect of plagiarism presents difficulties because the line is sometimes unclear between borrowed thinking and thinking which is our own. We all absorb information and ideas from other people. In this way we learn. But in the normal process of learning, new ideas are digested; they enter our minds and are associated and integrated with ideas already there; when they come out again, their original pattern is broken; they are reformed and re-arranged. We have made them our own. Plagiarism occurs when a sequence of ideas is transferred from a source to a paper without the process of digestion, integration, and reorganization in the writer's mind, and without acknowledgment in the paper.

Students writing informal themes, in which they are usually asked to draw on their own experience and information, can guard against plagiarism by a simple test. They should be able honestly to answer No to the following questions:

1. Have I read anything in preparation for writing this paper?
2. Am I deliberately recalling any particular source of information as I write this paper?
3. Am I consulting any source as I write this paper?

If the answer to these questions is No, the writer need have no fear of using sources dishonestly. The material in his mind, which he will transfer to his written page, is genuinely digested and his own.

The writing of a research paper presents a somewhat different problem, for here the student is expected to gather material from books and articles read for the purpose of writing the paper. In the careful research paper, however (and this is true of term papers in all college courses), credit is given in footnotes for every idea, conclusion, or piece of information which is not the writer's own; and the writer is careful not to follow closely the wording of the sources he has read. If he wishes to quote, he puts the passage in quotation marks and gives credit to the author in a footnote; but he writes the bulk of the paper in his own words and his own style, using footnotes to acknowledge the facts and ideas he has taken from his reading.

Reprinted from Understanding and Using English, Third Edition, by Birk and Birk, Odyssey Press, Inc. 1958.

APPENDIX D

Evaluation Records for Teacher Education Programs
at Mansfield University

13.1395
BIOLOGY B.S.E.
(eff. F-87)

NAME _____

SOC. SEC. NO.

DATE ADMITTED

BIOLOGY EDUCATION MAJOR

36 s

GRADE

OF

DATE _____

Bio 111 Intro Cell Bio

4

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Bio 210 Zoology

Bio 310 OR 362

Bio 404 Seminar

Chm 211 Organic Chem I

Chm 212 Organic Chem I

Phy 191 Physics I

Phy 192 Physics II

Must Take Two Courses

Bio 330 OR 332

Bio 340 Genetics

Bio 355 Microbiology

BIOLOGY ELECTIVES -

PROFESSIONAL EDUCATION

Ed 101 Intro to Education

- Ed 202 Sec Ed-Pre-Prof

Ed/Psy 230 Educ Psych

EVALUATION RECORD

13.1396
CHEMISTRY B.S.E.
(eff. F-87)

	SH	GRADE	QP	DATE
Ele 090 Basic Rdq/Stdy Skl	3			
Eng 090 Basic Writing Skl	3			
Ma 090 General Mathematics	3			

GENERAL EDUCATION

COMMUNICATION SKILLS (total 9 SH)

Com 101 Oral Communication	3			
Eng 112 Composition I	3			
Eng 313 Composition II (Min.C)	3			

HEALTH/PHYSICAL EDUCATION (total 3 SH)

HPE 100 Health	2			
HPE 101-151	1			
HPE 101-151	1			
HPE 101-151	1			

FINE ARTS (total 3 SH)

ArH 101 Intro to Art	3			
Mus 100 Intro to Music	3			
Tht 110 Intro to Theatre	3			

DISTRIBUTION REQUIREMENTS (min. 42 SH in 4 Group & Elect.)

GROUP 1 HUMANITIES (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

Hst 201 OR 202	3			

GROUP 2 FOREIGN LANGUAGES

(min. 6 SH one lang./max. 12 SH)

GROUP 3 NATURAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

Chm 111 Gen'l Chem I	4			
Phv 188 Gen'l Physics I	4			
Phv 211 Gen'l Physics II	4			

GROUP 4 MATHEMATICS (min. 6 SH/max. 12 SH)

Ma 140 Anly Geom&Calc I	3			
Ma 141 OR 105 & 107	3			

GROUP 5 SOCIAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH (min. 6 SH req.)

Psy 101 Intro Gen'l Psych	3			
	3			

GENERAL EDUCATION ELECTIVES (min. 9 SH/max. 12 SH)

Psy 321 Adolescent Psych	3			

SPECIAL RULES:

- 1) 090 courses do not count toward graduation.
- 2) Max. 6 SH in major allowed in G.E. Dist. area.
- 3) Max. 2 courses with same prefix in GROUPS.
- 4) Max. 12 SH with same prefix in G.E. Dist. area.
- 5) One non-major professional elective allowed.

NAME _____

SOC. SEC. NO. _____

DATE ADMITTED _____

CHEMISTRY EDUCATION MAJOR 31 SH

	SH	GRADE	QP	DATE
Chm 112 Gen'l Chem II	4			
Chm 211 Organic Chem I	4			
Chm 212 Organic Chem II	4			
Chm 311 Quantitative Anly	4			
Chm 321 Physical Chem I	4			
Chm 332 Instrumental Anly	3			
Chm 410 Seminar	1			
Chm 410 Seminar	1			

CHEMISTRY ELECTIVES - 6-8 SH (322, 341, 352, 420, 421, 431, 432)

PROFESSIONAL EDUCATION 32 SH

Ed 101 Intro to Education	1			
Ed 202 Sec Ed-Pre-Prof Exp	1			
Ed/Psy 230 Educ Psych	3			
Ed 300 Secondary Sch Mtds	3			
Ed 301 Evaluative Tech	2			
Ed 302 Instructional Tech	2			
Ed 310 Basic Rdq Practices	3			
Ed 401 Hist & Phil Educ	3			
Ed 402 Contemp Issues	2			
Ed 400 Student Teaching	12			

FREE ELECTIVES

SH

Adv. Standing _____

S.H. Credited _____ Required 128 SH

Date									
SH Sched.									
SH Earned									
Qual. Pts.									
G P A									

EVALUATION RECORD

COMMUNICATION B.S.E.

PROPOSED NEW EVALUATION RECORD

SH	GRADE	QP	DATE

GENERAL EDUCATION

COMMUNICATION SKILLS (total 9 SH)

HEALTH/PHYSICAL EDUCATION (total 3 SH)

FINE ARTS (total 3 SH)

Tht 110 Intro to Theatre	3		

DISTRIBUTION REQUIREMENTS (min. 42 SH in 4 Group & Elect.)

GROUP 1 HUMANITIES (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

GROUP 2 FOREIGN LANGUAGES

(min. 6 SH one lang./max. 12 SH)

GROUP 3 NATURAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

GROUP 4 MATHEMATICS (min. 6 SH/max. 12 SH)

GROUP 5 SOCIAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

GENERAL EDUCATION ELECTIVES (min. 9 SH/max. 12 SH)

SPECIAL RULES:

- 1) 090 courses do not count toward graduation.
- 2) Max. 6 SH in major allowed in G.E. Dist. area.
- 3) Max. 2 courses with same prefix in GROUPS.
- 4) Max. 12 SH with same prefix in G.E. Dist. area.
- 5) One non-major professional elective allowed.

NAME _____

SOC. SEC. NO. _____

DATE ADMITTED _____

COMMUNICATION B.S.E.

33 SH

	SH	GRADE	QP	DATE
Core (24 Credits)				
Eng 113 Intro Lit	3			
One Addl Lit Course	3			
One Addl Composition Course	3			
Eng 226 Hist Eng Lang	3			
Com 200 Oral Interp	3			
Com 325 Interpersonal Com	3			
Com 400 Communication Theory	3			
Select one of the following options (9 Total Credits)				
Option I - Speech				
Com 203 Voice & Artic	3			
Com 204 Public Speaking	3			
Com 403 Speechwriting	3			
Option II - Theatre				
Tht 210 Stagecraft	3			
Tht 212 Acting I	3			
Tht 310 Directing	3			
Option III - Electronic Media				
Com 201 Intro Mass Media	3			
Com 215 Audio Production	3			
Com 301 TV Production I	3			
Professional Sequence	30			
Ed 101 Intro Education	1			
Ed 202 Pre-Prof Exper	1			
Ed/Psy 230 Educational Psy	3			
Ed 300 Sec. School Methods	3			
Ed 301 Evaluative Technique	2			
Ed 302 Instructional Tech	2			
Ed 310 Basic Read Practice	3			
Ed 401 Hist & Phil Education	3			
Ed 402 Contemp Issues Educ	3			
Ed 400 Student Teaching	12			

Adv. Standing _____

S.H. Credited _____ Required _____

Date	SH Sched.	SH Earned	Qual. Pts.	G P A

EVALUATION RECORD

EARTH & SPACE SCIENCE B.S.E.
(eff. F-87)

	SH	GRADE	QP	DATE
Ele 090 Basic Rdg/Stdy Skl	3			
Eng 090 Basic Writing Skl	3			
Ma 090 General Mathematics	3			

GENERAL EDUCATION

COMMUNICATION SKILLS (total 9 SH)

Com 101 Oral Communication	3			
Eng 112 Composition I	3			
Eng 313 Composition II (Min.C)	3			

HEALTH/PHYSICAL EDUCATION (total 3 SH)

HPE 100 Health	2			
HPE 101-151	1			
HPE 101-151	1			
HPE 101-151	1			

FINE ARTS (total 3 SH)

ArH 101 Intro to Art	3			
Mus 100 Intro to Music	3			
Tha 110 Intro to Theatre	3			

DISTRIBUTION REQUIREMENTS (min. 42 SH in 4 Group & Elect.)

GROUP 1 HUMANITIES (min. 9 SH/max. 13 SH)

Approved Courses - 9 SH

Hst 201 OR 202	3			

GROUP 2 FOREIGN LANGUAGES

(min. 6 SH one lang./max. 12 SH)

GROUP 3 NATURAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

Chm 111 Gen'l Chem I	4			
Chm 112 Gen'l Chem II	4			
Phy 151 Concept Phys I	4			

GROUP 4 MATHEMATICS (min. 6 SH/max. 12 SH) (6 SH req.)

GROUP 5 SOCIAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

Pss 101 Intro Gen'l Psvch	3			

GENERAL EDUCATION ELECTIVES (min. 9 SH/max. 12 SH)

Phy 152 Concept Phys II	4			
Pss 321 Adolescent Psych	3			

SPECIAL RULES:

- 090 courses do not count toward graduation.
- Max. 6 SH in major allowed in G.E. Dist. area.
- Max. 2 courses with same prefix in GROUPS.
- Max. 12 SH with same prefix in G.E. Dist. area.
- One non-major professional elective allowed.

NAME _____

SOC. SEC. NO. _____

DATE ADMITTED _____

EARTH & SPACE SCI. EDU. MAJOR 33 SH

	SH	GRADE	QP	DATE
Ast 105 OR 106	3			
Gea 111 Physical Geog	3			
Gea 222 Envir Land Use	3			
Gel 121 Physical Geol	3			
Gel 122 Historical Geol	3			

PROFESSIONAL SEQUENCE (Must take 3 courses)

Gea 312 Weather&Climate	3			
Gea/Gel 321 Geomorphology	3			
Gel 232 Mineralogy	3			
Gel 251 Paleontology	3			
Gel 352 Stratigraphy	3			

TECHNIQUES & ISSUES (Must take 3 courses)

Gea 231 Maps & Mapping	3			
Gea/Gel 372 Aerial Photo	3			
Gel 101 Earth Resources	3			
Gel 102 Environ Geol	3			
Gel 401 Field Techniques	3			

PROFESSIONAL EDUCATION 32 SH

Ed 101 Intro to Education	1			
Ed 202 Sec Ed-Pre-Prof Exp	1			
Ed/Psv 230 Educ Psvch	3			
Ed 300 Secondary Sch Mtds	3			
Ed 301 Evaluative Tech	2			
Ed 302 Instructional Tech	2			
Ed 310 Basic Rdg Practices	3			
Ed 401 Hist & Phil Educ	3			
Ed 402 Contemp Issues	2			
Ed 400 Student Teaching	12			

FREE ELECTIVES SH

Adv. Standing _____

S.H. Credited _____ Required 128 SH

Date									
SH Sched.									
SH Earned									
Qual. Pts.									
G P A									

13.1202
ELEMENTARY B.S.E.
(eff. F-87)

EVALUATION RECORD

13.1305
ENGLISH B.S.E.
(eff. F-87)

	SH	GRADE	QP	DATE
Ele 090 Basic Rdg/Stdy Skl	3			
Eng 090 Basic Writing Skl	3			
Ma 090 General Mathematics	3			

GENERAL EDUCATION

COMMUNICATION SKILLS (total 9 SH)

Com 101 Oral Communication	3			
Eng 112 Composition I	3			
Eng 313 Composition II (Min.C)	3			

HEALTH/PHYSICAL EDUCATION (total 3 SH)

HPE 100 Health	2			
HPE 101-151	1			
HPE 101-151	1			
HPE 101-151	1			

FINE ARTS (total 3 SH)

ArH 101 Intro to Art	3			
Mus 100 Intro to Music	3			
Tht 110 Intro to Theatre	3			

DISTRIBUTION REQUIREMENTS (min. 42 SH in 4 Group & Elect.)

GROUP 1 HUMANITIES (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

Hst 201 OR 202	3			

GROUP 2 FOREIGN LANGUAGES

(min. 6 SH one lang./max. 12 SH) (Two Year Profic.Rec.)

GROUP 3 NATURAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

GROUP 4 MATHEMATICS (min. 6 SH/max. 12 SH)

GROUP 5 SOCIAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

Psy 101 Intro Gen'l Psych	3			

GENERAL EDUCATION ELECTIVES (min. 9 SH/max. 12 SH)

Com 200 Oral Interp	3			
Psy 321 Adolescent Psch	3			

SPECIAL RULES:

- 1) G90 courses do not count toward graduation.
- 2) Max. 6 SH in major allowed in G.E. Dist. area.
- 3) Max. 2 courses with same prefix in GROUPS.
- 4) Max. 12 SH with same prefix in G.E. Dist. area.
- 5) One non-major professional elective allowed.

NAME _____

SOC. SEC. NO. _____

DATE ADMITTED _____

ENGLISH EDUCATION MAJOR 39SH

	SH	GRADE	QP	DATE
Eng 225 English Grammar	3			
Eng 226 Hist English Lang	3			
Eng 301 Thry&Pract Writing	3			
Eng 333 Adv Composition	3			
Eng 358 Shakespeare	3			
Eng 410 Cult&Hst Context Lit	3			
Com 400 Communication Thry	3			
American Survey (6 SH)				
	3			
	3			
British Survey (9 SH)				
	3			
	3			
	3			

ENGLISH ELECTIVES - 3 SH (by advisement)

	3			
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PROFESSIONAL EDUCATION 32 SH

Ed 101 Intro to Education	1			
Ed 202 Sec Ed-Pre-Prof Exp	1			
Ed/Psv 230 Educ Psch	3			
Ed 300 Secondary Sch Mtds	3			
Ed 301 Evaluative Tech	2			
Ed 302 Instructional Tech	2			
Ed 310 Basic Rdg Practices	3			
Ed 401 Hist & Phil Educ	3			
Ed 402 Contemp Issues	2			
Ed 400 Student Teaching	12			

FREE ELECTIVES

SH

Adv. Standing _____

S.H. Credited _____ Required 128 SH

Date									
SH Sched.									
SH Earned									
Qual. Pts									
G P A									

13.1306
FRENCH B.S.E.
(eff. F-87)

NAME _____

SOC. SEC. NO.

DATE ADMITTED

COMMUNICATION SKILLS (total 9 SH)

HEALTH/PHYSICAL EDUCATION (total 3 SH)

FINE ARTS (total 3 SH)

DISTRIBUTION REQUIREMENTS (min. 42 SH In 4 Group & Elect.)

GROUP 1 HUMANITIES (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

GROUP 2 FOREIGN LANGUAGES

(min. 6 SH one long./max. 12 SH)

GROUP 3 NATURAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

GROUP 4 MATHEMATICS (min. 6 SH/max. 12 SH)

GROUP 5 SOCIAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

GENERAL EDUCATION ELECTIVES (min. 9 SH/max. 12 SH)

FRENCH EDUCATION MAJOR	30 SH	GRADE	QP	DATE
Fr 201 Interm French I	3			
Fr 202 Interm French II	3			
Fr 205 Phonetics&Pronun	1			
Fr 300 Conversatn Fr & Civ	3			
Fr 320 Adv Fr Structure	3			
Fr 330 Svy French Lit I	3			
Fr 331 Svy French Lit II	3			
FRENCH ELECTIVES - 11 SH				

*Qualified students may start at 300 level.

PROFESSIONAL EDUCATION 32 SH

Ed 101 Intro to Education	1		
Ed 202 Sec Ed-Pre-Prof Exp	1		
Ed/Psv 230 Educ Psych	3		
Ed 300 Secondary Sch Mtds	3		
Ed 301 Evaluative Tech	2		
Ed 302 Instructional Tech	2		
Ed 310 Basic Rdg Practices	3		
Ed 401 Hist & Phil Educ	3		
Ed 402 Contemp Issues	2		
Ed 400 Student Teaching	12		

FREE ELECTIVES	SH
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[illegible]

Adv. Standing

S.H. Credited _____ Required 128 SM

Date								
SH Sched.								
SH Earned								
Qual. Pts.								
G P A								

SPECIAL RULES:

- 1) 090 courses do not count toward graduation.
- 2) Max. 6 SH in major allowed in G.E. Dist. area.
- 3) Max. 2 courses with same prefix in GROUPS.
- 4) Max. 12 SH with same prefix in G.E. Dist. area.
- 5) One non-major professional elective allowed.

GENERAL SCIENCE CERTIFICATION **

NAME _____SOC. SEC. NO.DATE ADMITTED

GENERAL SCIENCE CERTIF	30-40 SH	GRADE	QP	DATE
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Biology (6-8 SH)			
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Chemistry (6-8 SH)			
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Earth & Space Science (6-8 SH)			
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Physics (6-8 SH)			
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ELECTIVES (6-8 SH by advisement)		
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PROFESSIONAL EDUCATION	32	SH			
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Ed 101 Intro to Educ	1			
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Ed 202 Sec Educ Pre-Prof Exp 1			
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Ed/Psy 230 Educ Psych	3		
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Ed 300 Sec Schl Mtds	3			
Ed 301 Sec Schl Mtds				

Ed 301 Eval Tech	2		
Ed 302 Instructional Tech	2		

Ed 302 Instructnl Tech	2			
Ed 310 Bas Bdg Pract	2			

Ed 310 Bas Rqd Pract	3			
Ed 401 Hist & Phil Ed	3			

Ed 402 Contemp Issues	2			
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Ed 400 Student Teaching	12		
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[illegible]

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| *Option I | Ms 120 & 140 | | | |
|-----------|--------------|--|--|--|

**** Initial certification in another field required.**

Adv. Standing _____
S.H. Credited _____ Required _____

Date									
SH Sched.									
SH Earned									
Qual. Pts.									
G P A									

13.1306
GERMAN B.S.E.
(eff. F-87)

DATE ADMITTED

-43-

13.1308
HOME ECONOMICS EDUCATION B.S.
(eff. F-87)

NAME _____

SOC. SEC. NO.

DATE ADMITTED _____

HOME ECONOMICS EDUC. MAJOR	39SH	GRADE	QP	DATE
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CORE COURSES

HEc 101 Clothing & Textiles	3		
HEc*111 Intro Nutrition	3		
HEc 121 Persnl & Fam Mgmt	3		
HEc 131 Intr Chld & Fam	3		
HEc 323 Interior Environ	3		

HOME ECON. EDUC. COURSES

HEC 201 Fund Cloth Constr	3		
HEC 215 Prin of Food	3		
HEC 216 Food for Family	3		
HEC 231 First Yrs Chld	3		
HEC 232 The Amer Family	3		
HEC 321 Consumer Econ	3		
HEC 421 Household Eq&Hm Mgt	3		

HOME ECONOMICS ELECTIVES - 3 SH

PROFESSIONAL EDUCATION	32 SH
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Ed/Psy 230 Educ Psych	3			
Ed 302 Instructnl Tech	2			
Ed 401 Hist & Phil Educ	3			
HEc 390 Observ & Partic	3			
HEc 391 Tchq HEC I	3			
HEc 392 Tchq HEC II	3			
HEc 494 Vocatnl&Career Ed	3			
HEc 400 Student Teaching	12			

FREE ELECTIVES

Approved Courses - 9 SH

SH[illegible]

(min. 6 SH one lang./max. 12 SH)

GROUP 3 NATURAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

Bio 101 Man & Bio World	4			
Chm 101 Intro Chemistry	4			
Chm 102 Organic & Biochem	4			

GROUP 4 MATHEMATICS (min. 6 SH/max. 12 SH)

GROUP 5 SOCIAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

Psyc 101 Intro Gen'l Psych	3		

GENERAL EDUCATION ELECTIVES (min. 9 SH/max. 12 SH)

SPECIAL RULES:

- 1) 090 courses do not count toward graduation.
- 2) Max. 6 SH in major allowed in G.E. Dist. area.
- 3) Max. 2 courses with same prefix in GROUPS.
- 4) Max. 12 SH with same prefix in G.E. Dist. area.
- 5) One non-major professional elective allowed.

Adv. Standing _____

S.H. Credited _____ Required 128 SH

Date									
SH Sched.									
SH Earned									
Qual. Pts.									
G P A									

EVALUATION RECORD.

MATHEMATICS B.S.E.

(eff. F-87)

	SH	GRADE	QP	DATE
Ele 090 Basic Rdg/Stdy Skl	3			
Eng 090 Basic Writing Skl	3			
Ma 090 General Mathematics	3			

GENERAL EDUCATION

COMMUNICATION SKILLS (total 9 SH)

Com 101 Oral Communication	3			
Eng 112 Composition I	3			
Eng 313 Composition II (Min.C)	3			

HEALTH/PHYSICAL EDUCATION (total 3 SH)

HPE 100 Health	2			
HPE 101-151	1			
HPE 101-151	1			
HPE 101-151	1			

FINE ARTS (total 3 SH)

ArH 101 Intro to Art	3			
Mus 100 Intro to Music	3			
Tht 110 Intro to Theatre	3			

DISTRIBUTION REQUIREMENTS (min. 42 SH in 4 Group & Elect.)

GROUP 1 HUMANITIES (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

Hst 201 OR 202	3			

GROUP 2 FOREIGN LANGUAGES

(min. 6 SH one lang./max. 12 SH)

GROUP 3 NATURAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

Phy 188 Gen'l Physics I	4			
Phy 211 Gen'l Physics II	4			

GROUP 4 MATHEMATICS (min. 6 SH/max. 12 SH)

Ma 140 Anly Geom&Calc I	3			
Ma 141 Anly Geom&Calc II	3			

GROUP 5 SOCIAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

Psv 101 Intro Gen'l Psych	3			

GENERAL EDUCATION ELECTIVES (min. 9 SH/max. 12 SH)

Psv 321 Adolescent Psych	3			

SPECIAL RULES:

- 1) 090 courses do not count toward graduation.
- 2) Max. 6 SH in major allowed in G.E. Dist. area.
- 3) Max. 2 courses with same prefix in GROUPS.
- 4) Max. 12 SH with same prefix in G.E. Dist. area.
- 5) One non-major professional elective allowed.

NAME _____

SOC. SEC. NO. _____

DATE ADMITTED _____

MATHEMATICS EDUC MAJOR

36 SH

GRADE QP DATE

Ma 160 Program Math Sci	3			
Ma 240 Anly Geom&Calc III	3			
Ma 241 Anly Geom&Calc IV	3			
Ma 250 Appd Prob & Stats	3			
Ma 260 Discrete Structure	3			
Ma 280 Linear Algs&Matrix Thrv	3			
Ma 304 Hist & Phil Math	3			
Ma 329 Modern Geometry I	3			
Ma 361 Modern Algebra I	3			

MATHEMATICS ELECTIVES - 3 SH (310 & above)

3

*MATHEMATICS ELECTIVES - 6 SH (by advisement)

3

3

*Courses below 310 require written approval.

PROFESSIONAL EDUCATION 32 SH

Ed 101 Intro to Education	1			
Ed 202 Sec Ed-Pre-Prof Exp	1			
Ed/Psv 230 Educ Psych	3			
Ed 300 Secondary Sch Mtds	3			
Ed 301 Evaluative Tech	2			
Ed 302 Instructional Tech	2			
Ed 310 Basic Rdg Practices	3			
Ed 401 Hist & Phil Educ	3			
Ed 402 Contemp Issues	2			
Ed 400 Student Teaching	12			

FREE ELECTIVES

SH

Adv. Standing _____

S.H. Credited _____ Required 128 SH

Date									
SH Sched.									
SH Earned									
Qual. Pts.									
G P A									

EVALUATION RECORD

13.1312
MUSIC EDUCATION B.M.
(eff. F-89)

	SH	GRADE	QP	DATE
Ele 090 Basic Rdg/Stdy	3			
Eng 090 Basic Writing	3			
Ma 090 General Math	3			

GENERAL EDUCATION

COMMUNICATION SKILLS (total 9 SH)

Com 101 Oral Communication	3			
Eng 112 Composition I	3			
Eng 313 Composition II (Min.C)	3			

HEALTH/PHYSICAL EDUCATION (total 3 SH)

HPE 100 Health	2			
HPE 101-151	1			
HPE 101-151	1			
HPE 101-151	1			

FINE ARTS (total 3 SH)

ArH 101 Intro to Art	3			
Tht 110 Intro to Theatre	3			

DISTRIBUTION REQUIREMENTS (min. 30 SH in 4 Groups)

GROUP 1 HUMANITIES (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

GROUP 2 FOREIGN LANGUAGES

(min. 6 SH one lang./max. 12 SH)

GROUP 3 NATURAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

GROUP 4 MATHEMATICS (min. 6 SH/max. 12 SH)

GROUP 5 SOCIAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

Psy 101 Intro Genl Psych	3			

FREE ELECTIVES

SPECIAL RULES:

- 1) 090 courses do not count toward graduation.
- 2)
- 3) Max. 2 courses with same prefix in GROUPS.
- 4) Max. 12 SH with same prefix in G.E. Dist. area.
- 5)

NAME _____

SOC. SEC. NO. _____

DATE ADMITTED _____

MUSIC EDUCATION MAJOR

60SH GRADE QP DATE

ApM 113 Keyboard Skills I	1			
ApM 114 Keyboard Skills II	1			
Mus 111 Basic Music I	3			
Mus 112 Basic Music II	3			
Mus 122 Classic&Romantic	2			
Mus 123 Post Rom&20th Cnt	2			
Mus 131 Eurhythmics I	1			
Mus 132 Eurhy II/Conducting	1			
Mus 213 Basic Music III	3			
Mus 214 Basic Music IV	3			
Mus 222 Medieval&Renaiss	2			
Mus 223 Baroque Music	2			
Mus 311 Orchestration	2			
Mus 331 OR 332	2			

APPLIED MUSIC - 32 SH

MAJOR(14SH) SECONDARY(11SH) ENSEMBLE(7SH)

PROFESSIONAL EDUCATION 24SH

Ed/Psy 230 Educ Psych	3			
Ed 401 Hist&Phil Educ	3			
Mus 381 Mus in Elem Sch	2			
Mus 382 Mus in Sec Sch	2			
Mus 383 OR 393	2			
Mus 400 Student Teaching	12			

FREE ELECTIVES SH

Adv. Standing _____

S.H. Credited _____ Required 135 SH

Date									
SH Sched.									
SH Earned									
Qual. Pts.									
G P A									

13.1399
PHYSICS B.S.E.
(eff. F-87)

	SH	GRADE	QP	DATE
Ele 090 Basic Rdg/Stdy Skl	3			
Eng 090 Basic Writing Skl	3			
Ma 090 General Mathematics	3			

GENERAL EDUCATION

COMMUNICATION SKILLS (total 9 SH)

Com 101 Oral Communication	3			
Eng 112 Composition I	3			
Eng 313 Composition II (Min.C)	3			

HEALTH/PHYSICAL EDUCATION (total 3 SH)

HPE 100 Health	2			
HPE 101-151	1			
HPE 101-151	1			
HPE 101-151	1			

FINE ARTS (total 3 SH)

ArH 101 Intro to Art	3		
Mus 100 Intro to Music	3		
Tha 110 Intro to Theatre	3		

DISTRIBUTION REQUIREMENTS (min. 42 SH In 4 Group & Elect.)

GROUP 1 HUMANITIES (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

Hst 201 OR 202	3			

GROUP 2 FOREIGN LANGUAGES

(min. 6 SH one long./max. 12 SH)

GROUP 3 NATURAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

Phy 188 Gen'l Physics I	4		

GROUP 4 MATHEMATICS (min. 6 SH/max. 12 SH)

Ma 140 Anly Geom&Calc I	3		
Ma 141 Anly Geom&Calc II	3		

GROUP 5 SOCIAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

Psv 101 Intro Gen'l Psych	3			

GENERAL EDUCATION ELECTIVES (min. 9 SH/max. 12 SH)

Psy 321 Adolescent Psych	3			

SPECIAL RULES:

- 1) 090 courses do not count toward graduation.
- 2) Max. 6 SH in major allowed in G.E. Dist. area.
- 3) Max. 2 courses with same prefix in GROUPS.
- 4) Max. 12 SH with same prefix in G.E. Dist. area.
- 5) One non-major professional elective allowed.

NAME _____

SOC. SEC. NO.

DATE ADMITTED

PHYSICS EDUCATION MAJOR	26SH	GRADE	QP	DATE
Ma 240 Anly Geom&Calc III	3			
Ma 241 Anly Geom&Calc IV	3			
Phy 211 Gen'l Physics II	4			
Phy 212 Gen'l Physics III	4			
Phy 311 Modern Physics I	3			
Phy 315 Exper Physics I	3			
Phy 316 Exper Physics II	3			
ONE PHYSICS COURSE (300-400 level)				

PROFESSIONAL EDUCATION • 32 SH

Ed 101 Intro to Education	1		
Ed 202 Sec Ed-Pre-Prof Exo	1		
Ed/Psv 230 Educ Psych	3		
Ed 300 Secondary Sch Mtds	3		
Ed 301 Evaluative Tech	2		
Ed 302 Institutional Tech	2		
Ed 310 Basic Rdg Practices	3		
Ed 401 Hist & Phil Educ	3		
Ed 402 Contemp Issues	2		
Ed 400 Student Teaching	12		

FREE ELECTIVES

[illegible]

Adv. Standing _____

S.H. Credited Required 128 SH

Date									
SH Sched.									
SH Earned									
Qual. Pts.									
G P A									

EVALUATION RECORD

	SH	GRADE	QP	DATE
Ed 090 Coll Stdy Skls	3			
Eng 090 Basic Writing	3			
Ma 090 General Math	3			

GENERAL EDUCATION

COMMUNICATION SKILLS (total 9 SH)

Com 101 Oral Communication	3			
Eng 112 Composition I	3			
Eng 313 Composition II (Min.C)	3			

HEALTH/PHYSICAL EDUCATION (total 3 SH)

HPE 100 Health	2			
HPE 101-151	1			
HPE 101-151	1			
HPE 101-151	1			

FINE ARTS (total 3 SH)

ArH 101 Intro to Art	3			
Mus 100 Intro to Music	3			
Tht 110 Intro to Theatre	3			

DISTRIBUTION REQUIREMENTS (MIN. 42 SH in 4 GROUP & ELECT.)

GROUP 1 HUMANITIES (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

GROUP 2 FOREIGN LANGUAGES

(min. 6 SH one lang./max. 12 SH)

GROUP 3 NATURAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

GROUP 4 MATHEMATICS (min. 6 SH/max. 12 SH)

GROUP 5 SOCIAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

Anh	3			
Geg	3			
PSc	3			

GENERAL EDUCATION ELECTIVES

Psy 101 Intro Genl Psych	3			
Psy 321 Adolescent Psych	3			

SPECIAL RULES:

- 090 courses do not count toward graduation.
- Max. 6 SH in major allowed in G.E. Dist. area.
- Max. 2 courses with same prefix in GROUPS.
- Max. 12 SH with same prefix in G.E. Dist. area.
- One non-major professional elective allowed.

13.1318

SOCIAL STUDIES COMPREHENSIVE B.S.E.
(eff. F-90)

NAME _____

SOC. SEC. NO. _____

DATE ADMITTED _____

GEOGRAPHY EMPHASIS

39 SH

	SH	GRADE	QP	DATE
Hst 101 Western Civ I	3			
Hst 102 Western Civ II	3			
Hst 201 Amer thru Civ War	3			
Hst 202 Amer Recon to Pres	3			
Eco	3			
20th C U.S. or Soc 101	3			
Third World Area Studies - 6 SH				
	3			
	3			

GEOGRAPHY EMPHASIS ELECTIVES - 15 SH

Geg 212 Intro Geg Resrch	3			
	3			
	3			
	3			
	3			

PROFESSIONAL EDUCATION 32 SH

Ed 101 Intro to Education	1			
Ed 202 Sec Ed-Pre-Prof Exp	1			
Ed/Psy 230 Educ Psych	3			
Ed 300 Sec School Mtds	3			
Ed 301 Evaluative Tech	2			
Ed 302 Instructnl Tech	2			
Ed 310 Basic Rdg Pract	3			
Ed 401 Hist & Phil Educ	3			
Ed 402 Contemp Issues	2			
Ed 400 Student Teaching	12			
FREE ELECTIVES	SH			

Adv. Standing _____

S.H. Credited _____ Required 128 SH

Date									
SH Sched.									
SH Earned									
Qual. Pts.									
G P A									

13.1306
SPANISH B.S.E.
(eff. F-87)

NAME _____

DATE ADMITTED

SPANISH EDUCATION MAJOR	30 SH	GRADE	QP	DATE
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*	Spa 201 Interm Spanish I	3			
*	Spa 202 Interm Spanish II	3			
	Spa 205 Prounu&Phonetics	1			
	Spa 210 Span Conversation	3			
	Spa 306 OR 307	3			
	Spa 320 Adv Spa Structure	3			
	Spa 330 Svv Spanish Lit I	3			
	Spa 331 Svv Spanish Lit II	3			
	SPANISH ELECTIVES - 8 SH				

SPANISH ELECTIVES - 8 SH

*Qualified students may start at 300 level.			
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PROFESSIONAL EDUCATION 32 SH

Ed 101 Intro to Education	1
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Ed 202	Sec	Ed-Pre-Prof	Exp	1
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Ed/Psy 230 Educ Psych	3
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Ed 300 Secondary Sch Mtds	3
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Ed 301 Evaluative Tech	2
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Ed 302 Instructional Tech	2
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Ed 310	Basic Rdg Practices	3
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Ed 401 Hist & Phil Educ	3
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Ed 401 Hist & Phil Educ	3
Ed 403 Contemp Issues	3

Ed 402 Concept Issues	2
Ed 400 Student Teaching	12

Ed 400 Student Teaching	12
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FREE ELECTIVES	CU
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FREE ELECTIVES	SH
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S.H. Credited _____ Required 128 SH

[illegible]

13.1001
SPECIAL EDUCATION B.S.E.
(eff. F-86)

NAME _____

SOC. SEC. NO. DATE ADMITTED

COMMUNICATION SKILLS (total 9 SH)**HEALTH/PHYSICAL EDUCATION (total 3 SH)**

FINE ARTS (total 3 SH)

DISTRIBUTION REQUIREMENTS (min. 42 SH In 4 Group & Elect.)**GROUP 1 HUMANITIES** (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

GROUP 2 FOREIGN LANGUAGES

(min. 6 SH one lang./max. 12 SH)

GROUP 3 NATURAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH (2 courses req.)

GROUP 4 MATHEMATICS (min. 6 SH/max. 12 SH) (1 course req)

GROUP 5 SOCIAL SCIENCE (min. 9 SH/max. 18 SH)

Approved Courses - 9 SH

GENERAL EDUCATION ELECTIVES (min. 9 SH/max. 12 SH)

SPECIAL RULES:

- 1) 090 courses do not count toward graduation.
- 2) Max. 6 SH in major allowed in G.E. Dist. area.
- 3) Max. 2 courses with same prefix in GROUPS.
- 4) Max. 12 SH with same prefix in G.E. Dist. area.
- 5) One non-major professional elective allowed.

[illegible]

Adv. Standing

S.H. Credited _____ Required 128 SH

Date									
SH Sched.									
SH Earned									
Qual. Pts.									
G P A									

